

FOREIGN NATIONAL STUDENT INTERN ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 17/2014

American Embassy, Bucharest

Opening Date: September 19, 2014; Closing Date: September 28, 2014

Duration of Internship: Up to 6 months

Work Hours: 10-20 hours per week

Compensation: There is no compensation for volunteer work.

MAJOR DUTIES AND RESPONSIBILITIES:

- Perform a variety of clerical and administrative duties in support of the Financial Management Office;
- Participate in special tasks, projects, and/or activities;
- Update spreadsheets and databases;
- Translate and interpret financial documents;
- Other duties as assigned.

WHO MAY APPLY:

Romanian students or students who are non-U.S. citizens, attending a university accredited in Romania, including any non-Romanian students who are legally resident in Romania. Legal residence must be verified by submitting all necessary documentation.

Student definition : *An individual who is enrolled, not less than half-time in ... junior college, college, university or comparable recognized educational institution*

Age: The intern program applicant must be at least 18 years of age at the time of appointment.

Potential: The student must have demonstrated potential to accomplish the type of work to be performed.

Transcript and Permission: The student must be in good academic standing at his or her current educational institution and provide a certified transcript to verify status. The student must also provide written permission from the educational institution in which the student is enrolled.

QUALIFICATIONS:

- A background in Business or Accounting is preferred;
- Must have good working knowledge (level III) English and fluent (level IV) Romanian;
- Must be computer literate in Microsoft Outlook, Word and Excel;
- Must have strong communication and customer service skills;
- Should be personable, flexible, able to work under pressure and handle multiple tasks;

- After selection, the student must receive security and medical clearance.

HOW TO APPLY:

Please provide the following materials by September 28, 2014:

- Statement of Interest: A letter in English expressing interest describing your qualifications for the position, as well as your motivations in seeking the internship and how your academic courses and other experiences relate to this internship (available on the Embassy Website)
- A Curriculum Vitae or Student Intern Application in English (available on the Embassy Website)
- Two letters of recommendation from a professor or supervisor acquainted with your work (preferably in English)
- If possible, add examples of written materials produced at school or in other professional positions (reports, financial spreadsheets, etc.)
- Official transcripts of academic standing from educational institution
- Written permission from educational institution to participate in the program
- Gratuitous Service Agreement (available on the Embassy Website)

The information should be addressed to:

BucharestInterns@state.gov